

EVENING

16 MONTHS

750 HOURS

Administrative Assistant



With the Administrative Assistant online program, you will be able to take part in every stage of document production.

The Administrative Assistant is an indispensable human resource for any organization. Make the most of your imagination, creativity, and capacity to synthesize. Be a vehicle of clear communication and learn how to create electronic layouts, produce multimedia documents, and manage projects.

Relevant Training

- High-quality training with rich media content
- Continuous evaluation of your understanding of the subject at hand
- A variety of courses available remotely
- A combination of virtual classes, self-guided training, and homework for a minimum amount of class hours and a maximum amount of freedom
- Virtual classes offered at night
- Length of program: 16 months
- 20 hours/week of work (includes self-guided training, virtual classes and individual study time)

Diploma

This program has been approved by the registrar of the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills & Training.

Prospective Student Profile

If you have skills in these areas, then a career as an Administrative Assistant is for you!

- Planning, organization, and communication
- Administrative information and micro-edition project management
- Quality approach
- Time and stress management
- Use of information technology
- Use of office software



Administrative Assistant



**LaSalle College
Vancouver**

Concentration Courses

Semester 1

Introduction to Administrative Tasks (45 h)
Communication in the Workplace (60 h)
Word I: Word Processing (45 h)
Information Design and Presentation (45 h)

Semester 2

Introduction to Graphic Design (60 h)
Word II: Word Processing (45 h)
Excel I: Data Creation and Use (45 h)
Accounting Principles I (45 h)

Semester 3

Excel II: Data Creation and Use (45 h)
Accounting Principles II (45 h)
Social Media and the Web (45 h)
Event Planning (45 h)

Semester 4

Databases (45 h)
Managing and Coordinating Work (45 h)
Integration Project (90 h)

** The College reserves the right to substitute some courses.*

Methods of Instruction

Blended e-learning

Distance learning combining self-study at your own pace (asynchronous) and guided sessions with a live tutor (synchronous)

Career Prospects

After completing the Administrative Assistant online training, you will gain access to the following sectors of employment:

- Service sector
- Business sector
- Finance sector
- Administrative work
- Secretarial work
- Public or para-public organizations: municipalities, provincial & federal government
- Educational institutions
- Telecommunication firms

Minimum Equipment Required

- Microsoft® Windows 10 Professional Operating System
- Intel® or AMD® 32-bit or 64-bit multi-core processor
- Minimum memory of 8GB RAM
- 1 TB hard drive
- Internet access
- Chrome Browser
- Minimum screen resolution of 1920x1080 (recommended)
- Sound card
- Headphones and microphone

Required Materials and Software

MS Office Suite, Sage, Access, Photoshop